

CENTER FOR INTEGRATED TRAINING & EDUCATION- CITE
Internship Orientation meeting- Cohort 64

AGENDA

- A) Greetings and Salutations
- B) Purpose of Meeting
- C) Internship Information Survey Form - Please fill out
- D) Registration Forms - complete and sign both pages
- E) Payment of \$1,095 or \$2,190-Please pay via the link on the last page.

- F) **The Proposal**
 - 1) Due by (a) **Saturday, November 20, 2021**- For an unofficial internship start date of December 20, 2021
(b) **All Proposals are due no later than Wednesday, December 1st for a start date of January 1, 2022.**
 - 2) Page 1 of proposal - **Check Off List**
 - 3) Page 2 of proposal - **College of St. Rose Internship Commitment Form**
 - 4) Page 3 of proposal - refer to page 5 of Guide -**Application Page**
 - 5) Page 4 of proposal - refer to page 4 - **Letter of Support**
 - 6) Page 5 of proposal - refer to item #3 on page 3 - **Resume (summary background)**
 - 7) Page 6 of proposal - refer to item #4 on page 3- **Course Work**
 - 8) Page 7 of proposal - refer to item #2 on page 3 **Philosophy of Education**
 - 9) Page 8-14 of proposal - refer to pages 6-17-**Standards**
 - 10) Page 15 of proposal - refer to item #7 on page 4- **Benefits to School**
 - 11) Page 16 of proposal- **Copy of payment receipt**

G) To Begin the Internship, You Need to Have the Following:

- 1) Internship proposal submitted to Mike@citeonline.com
- 2) Approval letter received from Michael Schildkraut
- 3) Registration forms and survey form sent to Barbara at Barbara@citeonline.com
- 4) Paid for either Part I (EDA 546) or Part I and II (EDA 546-547)
- 5) You will not be registered until your proposal is approved and payment is received

J) EDA 546

Part I - Pay **before you submit your proposal**

K) EDA 547

Part II - Pay by **June 1st, 2022**

L) One Term internships

1) Requests for one term Internships must be submitted by email and sent to Mike@citeonline.com between the dates of **December 8th 2021 and December 10th, 2021**. Once the request has been received, candidates will be sent a list of additional documentation that must be submitted. The submission of additional documentation must be emailed to Mike@citeonline.com **no later than December 15th, 2021**.

M) Please check the In-CITE Newsletter at <https://www.citeonline.com/project/administration-current-students/> at the beginning of each month for seminar listings.

All complete Proposals **MUST** be sent via **email** to Michael Schildkraut at Mike@citeonline.com **no later than Wednesday, December 1st, 2021**

DO NOT MAIL, FAX or HAND DELIVER PROPOSALS! They will not be accepted.

Please DO NOT send the proposals to the College of St. Rose in Albany!!

Only 200 Internship hours may be accrued at Pre-K Centers

Cohort 64 only

Link for Payment for Internship EDA546:

<https://secure.usaepay.com/pay/5nkt6jw64zf1hjpy8/LLd4RYPa>

Link for Payment for Internship EDA547:

<https://secure.usaepay.com/pay/8nkt6jns9r24krbxb/54v8sW5g>